

## **FLEET READINESS CENTER (FRC) EAST PRE-SOLICITATION CONFERENCE/SITE VISIT**

The FRC East Pre-Solicitation Conference/Site Visit will be conducted as follows:

Location: FRC East Cherry Point, NC

Site POC: John DiJoseph  
252-464-5532  
[John.Dijoseph@navy.mil](mailto:John.Dijoseph@navy.mil)

Date/Times: 14 June 2016  
Brief 0900-1000  
Facilities Tour 1000-1130  
One-on-One's 1230-1700

All prospective offerors are requested to attend the Pre-Solicitation Conference where the government will conduct a site visit, as well as brief and clarify requirements to offerors. Each offeror is restricted to a total of three attendees, and subcontractor attendees count toward the limit of three attendees. Exact building/room number and location for the Pre-Solicitation Conference/Site Visit will be provided by the Site POC provided above, upon receipt of visitor requests. See below for visit request information. Subcontractor requests are to be requested through the prime contractor.

In order to attend the Pre-Solicitation Conference, each offeror shall submit visit requests using the RFP Attachment L-1, "FRC East Visit & Access Request." For those company officials who will attend, send the RFP Attachment L-1 request to the Site POC provided above, via email five business days prior to the date of the Pre-Solicitation Conference/Site Visit identified above. Only one Pre-Solicitation Conference/Site Visit will be held at Cherry Point, NC. Site visits at the remote sites will not be held.

Questions generated at the Pre-Solicitation Conference/Site Visit shall be submitted in writing in accordance with the RFP Section L.A.7.0. At no time will the government answer questions regarding the solicitation to a single potential offeror; all questions, and their answers, will be disclosed to all potential offerors. Questions submitted formally (by the date noted in the RFP Section L.A.7.0.) in writing will be answered and distributed to offerors through RFP amendment. The Government reserves the right not to respond to any questions received concerning this solicitation after the date specified in the RFP Section L.A.7.0. Accordingly, offerors are encouraged to carefully review all solicitation requirements and submit questions to the Government early in the proposal preparation cycle.

One-on-one sessions are available, on a first-come first-served basis, by request only (with the Contracting Officer, Contract Specialist, Program Manager), as part of the pre-solicitation conference/site visit. Offerors (prime with their subcontractor together) are limited to one 30 minute session. Only conference attendees may participate--call-ins (teleconferencing) are not permitted.

Contact Contract Specialist Sarah Lewellen to schedule a one-on-one session, via email at [Sarah.Lewellen@navy.mil](mailto:Sarah.Lewellen@navy.mil), no later than 12:00 Noon (EDT), Tuesday, 7 June 2016. Offerors shall provide the following information:

Offeror name

Subcontractor name (if applicable)

Attendee names & contact information (email/phone (cell or office))

POC Name/Title & contact information (email/phone (cell or office)).

Failure of a prospective offeror to attend the conference/site visit or to submit any questions will be construed to mean that the offeror fully understands all requirements of the solicitation. Prospective offerors are advised that the conference/site visit will be held solely for the purpose of explaining the requirements and terms and conditions of this solicitation. This Pre-Solicitation Conference/Site Visit will be the only opportunity afforded to any prospective offeror to visit the site. All prospective offerors are advised that this solicitation will remain unchanged at the conclusion of the conference, unless amended in writing. If an amendment is issued, normal procedures relating to the acknowledgement and receipt of any such amendment shall be applicable. In no event will failure to attend the conference constitute grounds for a claim after award of the contract.

The government is not responsible for, nor will the government pay, any portion of the costs associated with attendance of prospective offerors at the respective Pre-Solicitation Conference/Site Visit.